

REPORT

Technical Report: (8513)164-0381(Revised#2)

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JUL 15, 2013





STAPLES TEST REPORT

STAPLES, INC.
500 STAPLES DRIVE
FRAMINGHAM, MA 01702

ATTN: JASON DING , CHRIS PAN , JERRY
LEE

LAB NUMBER: (8513)164-0381 (Revised#2)

AUTHORIZATION #: ZQM-052313-24958-
MANAGER CHAIR-UK-
HAOGUO-JL

DATE IN: JUN 14, 2013
DATE OUT: JUL 15, 2013

DATE REVISED: JUL 19, 2013

WORKING DAYS: 25

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OVERALL RATING			FOLLOW-UP ACTION
<input checked="" type="checkbox"/>	NO FAILURE	= Meets All Requirements	
<input type="checkbox"/>	MINOR FAILURES	= Meets Minimum Requirements	Additional Data for Review
<input type="checkbox"/>	MAJOR FAILURES	= Meets Minimum Legal Requirements	Requires Further Development and/or Improvements. May also Require Retesting
<input type="checkbox"/>	CRITICAL FAILURES	= Fail	Require Corrective Action and Retesting

**TESTING FOR
EU OFFICE CHAIRS & EU OFFICE FURNITURE
- VISITORS CHAIRS (V2)
STPL - 03043.04 - EU**

Sample Description:	MANAGER CHAIR		
Manufacturer/Factory:	ZHEJIANG HAOGUO FURNITURE CO LTD	Brand:	STAPLES
Country of Origin:	CHINA	SKU/Mfr. ID #:	/
Country of Destination:	OTHER:UK		
Color:	BLACK	Style/Item #:	24958
Re-test:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Charge Vendor: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Authorization #:	ZQM-052313-24958-MANAGER CHAIR-UK-HAOGUO-JL		
Previous Report No.:	/		

TEST PROPERTY	NO FAILURE	MINOR FAILURE	MAJOR FAILURE	CRITICAL FAILURE	COMMENTS
Labeling	<input checked="" type="checkbox"/>				
Physical Characteristics					N/A
Construction Qualities					N/A
Performance	<input checked="" type="checkbox"/>				
Colorfastness					N/A
Flammability	<input checked="" type="checkbox"/>				
Lead in Surface Coating					N/A
Cadmium Content					N/A
Other : Permanent labeling	<input checked="" type="checkbox"/>				



REMARK(S):

1. See enclosed protocol for the test results.
2. The final packaging was not submitted, therefore it couldn't be reviewed and should be submitted to the laboratory for final approval.
3. Per client's request, only the following tests were confirmed in this report:
 - UK flammability test (BS 7176 &SI1988 NO.1324)
 - UK labeling review
 - Drop test (bifma)
 - Caster durability
 - Spec sheet review
4. The verification result of the specification sheet compared to the actual sample lab received was recorded as below:

Parts# & Name	Claimed in Spec. Sheet Provided By Staples	Actual Measurement	Variance %
Overall depth(in) of product	26.38in	26in	-1.4%
Weight(lbs) of product	31lbs	28.66lbs	+8.2%
Plywood thickness & number of plys of chair back	12mm,9plys	13.9mm,10plys	+15.8%,+11.1%
Plywood thickness & number of plys of chair seat	12mm,9plys	14.1mm,10plys	+17.5%,+11.1%
Weight(grams)of gas lift	960g	946.2g	-1.4%
Stroke length(mm) of gas lift	100mm	92mm	-8%
Weight(grams each) of casters	100g	88g	-12%
Weight(grams each) of seat plate screw	100g	7.9g	-92.1%
Weight(grams each) of arm screw	100g	7.6g	-92.4%

5. This is revised report to change the overall rating from Unsatisfactory to Good as updated instruction was provided, and test information was changed per client's request.
6. Chair type was not required in the report per client's request.



If there are questions regarding above report, please contact the appropriate lab personnel.

Technical questions, please contact: Henry Hu / Eddie Wai
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BUREAU VERITAS SHENZHEN CO., LTD

BRIAN TAM
MANAGER – HARDLINES DIVISION



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STAPLES, INC. TEST PROTOCOL FOR

STPL - 03043.04 - EU

EU OFFICE CHAIRS & EU OFFICE FURNITURE - VISITORS CHAIRS (V2)

Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
SCOPE: This protocol is applicable for guest office chair, fabric/ PVC task chair (indoor), leather managers chair with massaging unit and office chair visitors chair.							
SUPPLEMENTAL PROTOCOLS							
Note: Additional cost, sample size & TAT may be required if testing to 1 or more supplemental protocol is necessary. Please refer to the below referenced supplemental protocol(s) for additional information.							
* Instruction manual - by request only of staples QA	Protocol STPL-HL-PTCL-09100-EU-AU-NZ	-	All Instruction Manuals must comply with the Staples Supplemental Protocol: STPL-HL-PTCL-09100- EU-AU-NZ "Instruction Manual".	MAJOR	XXX	NOT REQUEST	/
* Designated components	STPL-HL-PTCL-03610.01-NA	1	Please See and Include the Supplemental Test Protocol of STPL-HL-PTCL-03610.01-NA	MAJOR	XXX	NT	NR
* Chair with massaging unit	STPL-HL-PTCL-03109.01-EU	1	If the chair contains massaging unit, it shall be tested to Protocol: STPL-HL-PTCL-03109.01-EU.	CRITICAL / MAJOR / MINOR	XXX	NT	NR
* Heavy duty chair	STPL-HL-PTCL-03043.01-EU	-	The sample shall meet the requirements of STPL-HL-PTCL-03043.01-EU.	MAJOR	XXX	NT	NR
LABELING							
** Labeling regulations - actual packaging or staples approved artwork	The Consumer Protection From Unfair Trading Regulations 2008 / General Product Safety Directive 2001/95/EC	1	[For Europe] Manufacturer, Packer, or Distributor's Name & Address (City, State & Zip) or website in the EU	CRITICAL	XXX	NOT PROVIDED	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** Labeling regulations - actual packaging or staples approved artwork	The Consumer Protection From Unfair Trading Regulations 2008 / General Product Safety Directive 2001/95/EC	1	[For Europe] Product Identification	CRITICAL	XXX	NOT PROVIDED	/
** Labeling regulations – actual packaging or staples approved artwork	2009/3/EC/Weights and Measures (Metrication Amendments) Regulations 2009 (SI 2009/3045) / Units of Measurement Regulations 2009 (SI 2009/3046)	1	[For Europe] Net quantity of contents shall be expressed in terms of weight or mass, measure, numerical count, or combination so as to give accurate information to facilitate consumer comparison (“U.S. and metric units” or “metric units only” for UK and Ireland; “metric units only” for Mainland Europe).	CRITICAL	XXX	NOT PROVIDED	/
Labeling - packaging - packaging copy or artwork request form may be substituted	Staples Requirement	1	# of items (if multiples)	MAJOR	XXX	NOT PROVIDED	/
Country of origin	Staples Requirement	1	[For Europe] Shall indicate country of origin legibly, permanently, and in comparable size and close proximity to any mention of country other than country in which the article was manufactured or produced. Must be visible at point of purchase. DATA ONLY - do not fail if not provided.	MINOR	XXX	NOT PROVIDED	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Country of origin	Staples Requirement	1	[For Europe] Shall not provide incorrect or lack of country of origin if any mention of country appears with or on the product (eg. A Japan plasma TV).	CRITICAL	XXX	NOT PROVIDED	/
Verify label claims of retail packaging only (additional charges may apply depending on claims)	CPSD-HL-08612-MTHD / Claim verification	1	Must comply with all tested claims – No conflicting info between packages	CRITICAL	XXX	NOT PROVIDED	/
Accuracy or adequacy of instructions	CPSD-HL-01057-MTHD / Visual	1	Shall be easy to understand and follow a systematic installation procedure in terms of vocabulary and clarity. All instructions must be accurate. All pictures must be labeled, and must reflect actual product. Note: lab must ask vendor to provide assembly instruction before any performance test	MAJOR	XXX	M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Information for use for office work chair	BS EN 1335-2: 2009 Clause 5	1	<p>[For Europe] Each chair shall be accompanied by information for use in the language of the country in which it will be delivered to the end user. It shall include at least the following details;</p> <ol style="list-style-type: none"> 1) information regarding the intended use 2) information regarding possible adjustments and chair types 3) instruction for operation the adjusting mechanism 4) instruction for the care and maintenance of the chair 5) information regarding adjustment of the seat and back rest 6) in case of chairs with seat height adjustments with energy accumulators, an additional note is required pointing out, that only trained personnel may replace or repair seat height adjustment components with energy accumulators 7) information on the choice of castors in relation to the floor surface 	MAJOR		<p align="center">M</p> <p align="center">CHAIR TYPE WAS NOT REQUESTED PER CLIENT</p>	<p align="center">MET</p>



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Information for use for visitors chair	BS EN 13761: 2002 Clause 6	1	<p>[For Europe] Each chair shall be accompanied by information for use in the language of the country in which it will be delivered to the end user. It shall include at least the following details;</p> <ol style="list-style-type: none"> 1) information regarding the intended use 2) if the chair is fitted with adjusting mechanism; instruction for operation the adjusting mechanism 3) instruction for the care and maintenance of the chair 4) if the chair is fitted with seat height adjustments with energy accumulators, an additional note is required pointing out, that only trained personnel may replace or repair seat height adjustment components with energy accumulators 5)if the chair is fitted with castors; information on the choice of castors in relation to the floor surface 	MAJOR		NA	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** Flammability label	BS 7176: 2007	1	[For UK] [For Upholstered Chairs for use within a commercial office] Labeled appropriately as per section 6 of BS 7176. - Each piece of upholstered furniture shall carry a permanently attached and clearly readable label. - The size of the graphic part of the label shall be not less than 50 mm x 50 mm. - The base color of the label shall be white with a green border and the word "RESISTANT" shall be white and of minimum height 5 mm. The smouldering cigarette flaming match, flame and ignition source number shall be black. - The following wording shall appear on the label: • "Conforms to BS 7176:2007 for low hazard (not recommended for use in higher hazard areas)" or • "Conforms to BS 7176:2007 for medium hazard (not recommended for use in higher hazard areas)" or • "Conforms to BS 7176:2007 for high hazard (not recommended for use in higher hazard areas)" or • "Conforms to BS 7176:2007 to agreed level for very high hazard (not recommended for use in higher hazard areas)" - The letters of the wordings shall be easily legible and of minimum height 2 mm.	CRITICAL		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** Flammability label	BS 7176: 2007	1	[Cont'd from above] Please see figure 1 BS 7176 labeling requirement for low hazard categories.jpg at the end of the protocol for the low hazard label; for medium and high hazards labels, please refer to BS 7176:2007 Note: Please indicate on TRF hazard level claimed. Claimed Hazard levels will affect sample size as well as pricing for flammability testing	CRITICAL		M	MET
Flammability label	Staples Requirement	1	[For Non UK] Each piece of upholstered furniture shall carry a permanently attached and clearly readable label. The size of the graphic part of the label shall be not less than 90 mm x 120 mm. Please see labeling requirement for "Law label for EU chairs (Non-UK)" at the end of the protocol	MAJOR	XXX	NA	/
* Labeling - information for gas lift	BS EN 1335-2: 2009 Clause 5f / Staples Requirement	1	Chairs with seat height adjustments with energy accumulators shall accompany with information indicating that only trained personnel may replace or repair seat height adjustment components with energy accumulators. Client Requirement: "DO NOT OPEN OR HEAT UP"	MAJOR		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
DIN 4550 marking check for gas lift	CPSD-HL-01057-MTHD / Visual	1	[Applicable to sample with gas lift] Check if DIN 4550 words/mark appears on gas lift (see figure, shall be on location B), if not rate as failure. See image "DIN 4550 marking for gas lift" at the end of protocol for reference. Client requirement	MAJOR		M	MET
** Display labeling	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 6	1	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 6.	CRITICAL		M	MET
** Permanent labeling	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 7	1	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 7.	CRITICAL		M BATCHING NUMBER OR IDENTIFICATION NUMBER WAS PENDING. SEE EXHIBIT01	MET
* Flame retardants content in textile - PBB, TRIS and TEPA - documents review	EC No. 1907/2006 Annex XVII and its amendments item no. 4, 7 & 8 / Solvent extraction, GC-MS/LC-MS analysis / CPSD-AN-00053-MTHD	1	[If applicable] Shall not be detectable (less than 10 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. In lieu of testing, test report can be submitted if dated within one year. Client requirement	CRITICAL		NA	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Flame retardants content in textile – PentaBDE and OctaBDE - documents review	EC No. 1907/2006 annex XVII and its amendments item no. 44 and 45 / CPSD-AN-00053-MTHD	1	[If applicable] Shall not exceed 0.1% (1000 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. In lieu of testing, test report can be submitted if dated within one year. Client requirement	CRITICAL		NA	/
ANALYTICAL							
* Total lead content in surface coatings	AOAC 974.02 modified / CPSD-AN-00001-MTHD	1	All accessible surface coatings in the as received state on items shall not contain lead or lead components in which the lead content is in excess of 0.009% (90ppm) of the weight of the total content. Report actual results or include data table within report. Component testing is allowed. Compositing up to 3 like materials is allowed. Client Requirement	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* ** Cadmium content	EC No. 1907/2006 Annex XVII and its amendments item no. 23 / EN 1122:2001 / AOAC 974.02 modified / CPSD-AN-00004-MTHD / CPSD-AN-00066-MTHD	1	The following components in an article shall have cadmium content comply with following requirement: (a) All accessible and inaccessible plastic materials shall not have concentration of cadmium equal to or greater than 0.01% by weight(100mg/kg), (b) All accessible and inaccessible paints on a painted article shall not have concentration of cadmium equal to or greater than 0.1% by weight(1000mg/kg), (c) All accessible and inaccessible paints with zinc content exceeding 10% by weight of the paint, shall not have concentration of cadmium equal to or greater than 0.1% by weight(1000mg/kg), (d) All accessible and inaccessible recovered PVC shall not have concentration of cadmium exceed 0.1% by weight (1000mg/kg), (e) Raw brazing stick shall not have concentration of cadmium equal to or greater than 0.01% by weight(100mg/kg), (f) All accessible and inaccessible metal part in Jewelry shall not have concentration of cadmium equal to or greater than 0.01% by weight(100mg/kg). Component testing is allowed. Compositing up to 3 like materials is allowed. Note: Requirement (d) is applicable to article marked with "Contains recovered PVC" or with the pictogram mentioned in Commission Regulation (EU)No. 494/2011.	CRITICAL	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Latex antigenic protein	ASTM D6499-12	1 pc (minimum)	Report actual concentration of protein in ug/g or ug/dm ² . Shall be below the limit of detection for the product with 'latex free' claim. Note: - For a latex free claim, supplier needs to supply Staples with a Statement on their letterhead and signed by their CEO (or Managing Director, etc.) that states the claim and references BV test report with a PASS for this test line. - If no claim, contact Staples QA for approval prior to testing. Client requirement	CRITICAL	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Soluble heavy metal contents in surface coatings	CPSD-AN-00003-MTHD	1	<p>All accessible surface coating, in the as received state, shall not contain compounds of which the metal content of the soluble material exceeds the levels by weight (mg/kg) of the contained solid including pigments, film solids and driers with following limits:</p> <p>[Antimony (Sb) 60 mg/kg, Arsenic (As) 25 mg/kg, Barium (Ba) 1000 mg/kg, Cadmium (Cd) 50 mg/kg, Chromium (Cr) 25 mg/kg, Lead (Pb) 90 mg/kg, Mercury (Hg) 25 mg/kg, Selenium (Se) 500 mg/kg]</p> <p>Report actual results or include data table within report. Component testing is allowed. Compositing is not allowed.</p> <p>Note: - Test method with reference to ASTM F963-11 section 4.3.5.1 (2) and 8.3.2. - If there is less than 10mg of sample available, the test is not performed.</p> <p>Client requirement</p>	MAJOR	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* ** Dimethyl fumarate content	EC No. 1907/2006 annex XVII and its amendments item no. 61 / CPSD-AN-00175-MTHD	--	Shall not contain more than 0.1mg/kg in any part including the silica gel. The following components shall be tested if plush toys or products containing leather or a desiccating sachet: Apparel, footwear and furniture - accessible and inaccessible components shall be tested. Toys including all plush - accessible and inaccessible components shall be tested. Electrical Toys - accessible and inaccessible components except internal electric parts shall be tested. E&E - accessible components only shall be tested. Note: Compositing up to 3 same materials is allowed except silica gel.	CRITICAL	XXX	NT	NR
* ** Azo colourant contents in textile and leather	EC No. 1907/2006 annex XVII and its amendments item no. 43 / EN 14362-1:2012 / ISO 17234-1:2010 / CPSD-AN-00607-MTHD / CPSD-AN-00017-MTHD	1	Fabric and leather materials, which may come into direct and prolonged contact with human skin or oral cavity, are prohibited from using azo dyes, which are capable of decomposing into one or more aromatic amines (See appendix), which have levels present in excess of 30 mg/kg. Note: - Compositing up to 3 materials is allowed - follow method composite guideline - If any amine detected in concentration between 5 mg/kg and 30 mg/kg, individual testing is conducted.	CRITICAL	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Perfluorooctane sulfonates (PFOS) ** content in textile and coated materials	EC No. 1907/2006 annex XVII and its amendments item no. 53 /Solvent extraction, LC-MS analysis	1	[For material which has claim of water or oil repellent function only] Textile or other coated material shall not contain PFOS equal to or greater than 1 µg/m ² of the coated material.	CRITICAL	XXX	NT	NR
* Substances of Very High Concern (SVHC) content **	EC No. 1907/2006 Candidate list and its amendments / CPSD-AN-00220-MTHD	1	Shall not exceed 1000 mg/kg (0.1% by weight) in article or material. Note: -Refer to Candidate list of EC No. 1907/2006 for list of SVHC to be tested. -Confirm with Staples QA before testing	CRITICAL	XXX	NT	NR
* Pentachlorophenol (PCP) content	Germany ChemVerbotsV (1996) Section 15 / DIN 53313 modified / CPSD-AN-00093-MTHD / CPSD-AN-00094-MTHD	1	Product shall not have pentachlorophenol (PCP) content exceed 5 mg/kg. Note: Applicable to natural fibres, blend fibres, leather, wood, paper and paperboard only. Client requirement	MAJOR	XXX	NT	NR
* Hexavalent chromium content in leather	ISO 17075: 2007 / CPSD-AN-00044-MTHD	1	Shall not be detectable (less than 3 mg/kg). Client requirement	MAJOR	XXX	NT	NR
* Formaldehyde in textile cover materials	ISO 14184-1: 2011(E) / CPSD-AN-00054-MTHD	1	Textile shall have amount of free and hydrolysed formaldehyde less than 100mg/kg. Client requirement	CRITICAL	XXX	NT	NR
* Formaldehyde in leather cover materials	CPSD-AN-00061-MTHD	1	Maximum of 100mg/kg – Safety Not Legislative	CRITICAL	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* p-Aminoazobenzene content in textile and leather	EC No. 1907/2006 annex XVII and its amendments item no. 43 / § 64 LFGB B 82.02.9:2006 / CPSD-AN-00107-MTHD	1	Test is subjected if aniline and/or phenylenediamine is detected in Azo colourants test. p-Aminoazobenzene shall not exceed 30 mg/kg.	MAJOR		NT	NR
* Flame retardants content in textile – PentaBDE, PBB, TRIS and TEPA	CPSD-AN-00053-MTHD	1	[If applicable] Shall not be detectable (less than 10 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. a. textile in mattresses and mattress pads, or b. textile and foam/other fillings in indoor upholstered furniture. Client requirement	CRITICAL		NT	NR
* Flame retardants content in textile – OctaBDE	CPSD-AN-00053-MTHD	1	[If applicable] Shall not exceed 0.1% (1000 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. a. textile in mattresses and mattress pads, or b. textile and foam/other fillings in indoor upholstered furniture Client requirement	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Flame retardants content in textile – PentaBDE, PBB, TRIS and TEPA - documents review	CPSD-GB-00001-MTHD	1	[If applicable] Shall not be detectable (less than 10 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. a. textile in mattresses and mattress pads, or b. textile and foam/other fillings in indoor upholstered furniture. In lieu of testing, test report can be submitted if dated within one year. Client requirement	CRITICAL		NT	NR
* Flame retardants content in textile – OctaBDE - documents review	CPSD-GB-00001-MTHD	1	[If applicable] Shall not exceed 0.1% (1000 mg/kg) in textile intended to come into contact with the skin and foam/other fillings. a. textile in mattresses and mattress pads, or b. textile and foam/other fillings in indoor upholstered furniture In lieu of testing, test report can be submitted if dated within one year. Client requirement	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Total lead content in substrate materials	EPA 3051A modified / CPSD-AN-00164-MTHD	1	<p>The following accessible materials on product, in the as received state, shall not contain lead in excess of 0.02% (200ppm) of the weight of the total content:</p> <ul style="list-style-type: none"> a. PVC or vinyl containing material b. Imitation leather material (patent leather, faux leather and bonded leather) <p>In case of insufficient material for testing found on number of samples specified in the protocol, vendor needs to provide components/parts for testing.</p> <p>Report actual results or include data table within report. Component testing is allowed. Compositing up to 3 like materials is allowed.</p> <p>Note: Vendor shall provide material information in Staples Spec. Sheet and shall be responsible for the information accuracy. If no information is provided, contact Staples QA for the classification before testing.</p> <p>Client requirement</p>	MAJOR	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* BBP / DBP / DEHP content DnOP / DINP / DIDP content DnHP content	CPSD-AN-00095-MTHD	1	<p>The following accessible materials on product, in the as received state, shall not contain concentrations of more than 0.1% BBP, DBP DEHP, DINP, DIDP, DnOP, DnHP individually:</p> <p>a. PVC or vinyl containing material</p> <p>b. Imitation leather material (patent leather, faux leather and bonded leather)</p> <p>Report actual results or include data table within report. Component testing is allowed. Compositing up to 3 like materials is allowed.</p> <p>Note: Vendor shall provide material information in Staples Spec. Sheet and shall be responsible for the information accuracy. If no information is provided, contact Staples QA for the classification before testing.</p> <p>Note: Do NOT test if the product or packaging displays an approved Proposition 65 warning, i.e. "WARNING: This product contains chemicals known to the State of California to cause cancer, birth defects and/or other reproductive harm." (or similar warning) Client requirement</p>	MAJOR	XXX	NT	NR
# Identification of PVC	CPSD-AN-00023-MTHD	-	PVC is "identified" if both Beilstein and FTIR results are positive.	MINOR	XXX	NT	NR
HAZARDS							



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Sharp points	EN 71-1:2011 clauses 4.8 modified	All	Shall have no sharp points, other than those required for function, when in its as-received configuration. Modification = Expanded scope to other products	CRITICAL	XXX	NT	NR
Sharp edges	EN 71-1:2011 clauses 4.7 modified	All	Shall have no sharp edges, other than those required for function, when in its as-received configuration. Modification = Expanded scope to other products	CRITICAL	XXX	NT	NR
FLAMMABILITY							
* ** EU flammability	BS EN 7176	-	[For UK] Shall conform to flammability testing as per flammability hazard label grading claimed in label. (High, Medium or Low) Note: If no claims are made for hazard level then, fail sample for this test only. Note: There is no testing capability for Very high hazard level	CRITICAL		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Ignition source smouldering cigarette	BS EN1021-1: 2006 Clause 9	-	[FLAMMABILITY (EC, except UK)] All materials to be tested and the cigarettes shall be conditioned for at least 24 hours immediately before the tests at conditioning temperature: (23±2)°C and relative humidity: (50±5)% Tests follow the procedure EN 1021-1: 2006 Clause 9 and observe the progress of combustion and record any evidence of progressive smouldering or flaming in the interior and/or cover. Test for two cycles, if the progressive smouldering ignition or flaming ignition (see Standard EN 1021-1: 2006 Clause 3.1 and 3.2) is observed during the test cycles, then discontinue testing and complete the test report.	CRITICAL		NA	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Ignition source match flame equivalent	BS EN1021-2: 2006 Clause 9	-	[FLAMMABILITY (EC, except UK)] The materials to be tested shall be conditioned for at least 24 hours immediately before the tests at conditioning temperature: (23±2)°C and relative humidity: (50±5)% Tests follow the procedure EN 1021-2: 2006 Clause 9 and observe the progress of combustion, and record any evidence of progressive smouldering or flaming in the interior and/or cover. Disregard any flames, afterglow, smoking or smouldering that cease within 120 s of the removal of the burner tube. Test for three cycles, if progressive smouldering ignition or flame ignition (see Standard EN 1021-2: 2006 Clause 3.1 and 3.2) is observed during the test cycles, then discontinue testing and complete the test report.	CRITICAL		NA	/
** Ignitability test for polyurethane foam in slab or cushion form	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 1 part I	2 blocks of foam (450mm x 450mm x 75mm) and 2 blocks of foam (450mm x 300mm x 75mm)	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 1 part I, when using ignition source 5 of BS 5852: Part 2:1982.	CRITICAL		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** Ignitability test for polyurethane foam in crumb form #	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 1 part II	2 blocks of foam (450mm x 450mm x 75mm) and 2 blocks of foam (450mm x 300mm x 75mm)	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 1 part II, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		NA	/
* ** Ignitability test for latex rubber foam	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 1 part III	2 blocks of foam (450mm x 450mm x 75mm) and 2 blocks of foam (450mm x 300mm x 75mm)	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 1 part I, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		NA	/
** Ignitability test for non-foam filling materials singly #	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 2 part I	1 kg	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 2 part I, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* ** Ignitability test for composite fillings for furniture other than mattresses, bed-cases, cushions and pillows	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 2 part II	1 kg	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 2 part II, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		NA	/
# Ignitability test for composite fillings for cushions and pillows with primary covers	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 2 part III	1 kg	[For UK] [By Request only] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 2 part III, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		NA	/
* ** Ignitability test for composite fillings of mattresses and bed-cases	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 2 part IV	1 kg	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 2 part IV, when using ignition source 2 of BS 5852: Part 2:1982.	CRITICAL		NA	/
* ** Ignitability resistance test for interliner	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 3	Full width x 2 metres	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 3, when using ignition source 5 of BS 5852: Part 2:1982.	CRITICAL		NA	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** # Smouldering cigarette test for cover fabric	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 4 part I	Full width x 2 m	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 4 part I, when using smouldering cigarette ignition of BS 5852: Part 1:1979.	CRITICAL		M	MET
** # Match test for cover fabric	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 5 part I	Full width x 2 m	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 5 part I, when using match ignition of BS 5852: Part 1:1979.	CRITICAL		M	MET
** # Smouldering cigarette and match test for cover fabric	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 4 part I and schedule 5 part I	Fabric : Full width x 2 m, Leather: 2 x 2 m ²	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 4 part I and schedule 5 part I, when using smouldering cigarette and match ignition of BS 5852: Part 1:1979.	CRITICAL		M	MET
** # Smouldering cigarette and match test for stretch cover fabric	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 4 part I and schedule 5 part II	Full width x 2 m	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 4 part I and schedule 5 part II, when using smouldering cigarette and match ignition of BS 5852: Part 1:1979.	CRITICAL		NA	/



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
** Smouldering cigarette and match test # for non-visible cover fabric	SI 1988 No.1324 furniture & furnishings (fire) (safety) regulations 1988 schedule 4 part II and schedule 5 part III	Full width x 2 m	[For UK] The sample supplied shall meet the requirements of The furniture and furnishings (fire) (safety) regulations 1988 S.I. No. 1324 (amended 1989, 1993 and 2010), schedule 4 part II and schedule 5 part III, when using smouldering cigarette and match ignition of BS 5852: Part 1:1979.	CRITICAL		NA	/
PHYSICAL CHARACTERISTICS							
Note: put the dimensions in inches, rounded to one decimal place. Then convert that to centimeters with 1 decimal place.							
# Physical tests for office chair	NPR 1813:2009 +C1:2011	1	[By request only] Shall conform with the requirements of the standard	MAJOR		NT	NR
* ** Physical tests for office chair	BS EN 1335-1: 2000	1	Shall conform with the requirements of the standard If sample fails this test, then contact client and vendor for further instructions on whether to proceed with further testing	MAJOR	XXX	NT	NR
* ** Physical tests for visitors chair	BS EN 13761:2002	1	Shall conform with the requirements of the standard If sample fails this test, then contact client and vendor for further instructions on whether to proceed with further testing	MAJOR	XXX	NT	NR
Dimensions – length x width x height - overall	CPSD-HL-01056- MTHD / Standard measure	1	Report actual. Must comply with all claims made on the product, the packaging and/or supplied specifications (-0% / +5%). Annotate N.B Findings.	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Weight - total or overall	CPSD-HL-01056-MTHD / Standard measure	1	Report actual. Must comply with all claims made on the product, the packaging and/or supplied specifications (-0% / +5%). Annotate N.B Findings.	MAJOR		NT	NR
Seat dimensions	CPSD-HL-01056-MTHD / Standard measure	1	Report overall dimensions; shall meet label claims (If applicable).	MAJOR	XXX	NT	NR
Seat height - min, max, if applicable	CPSD-HL-01056-MTHD / Standard measure	1	Report overall height; shall meet label claims (If applicable).	MAJOR	XXX	NT	NR
Leg height adjustment	Visual / CPSD-HL-01057-MTHD	All	Shall conform to claimed feature (If applicable).	MAJOR	XXX	NT	NR
Seat - tilt / non – tilt	CPSD-HL-01057-MTHD / Visual	All	Shall conform to claimed feature (If applicable).	MAJOR	XXX	NT	NR
Seat - rotating / non - rotating	CPSD-HL-01057-MTHD / Visual	All	Shall conform to claimed feature (If applicable).	MAJOR	XXX	NT	NR
Back - fixed / non – fixed	CPSD-HL-01057-MTHD / Visual	All	Shall conform to claimed feature (If applicable).	MAJOR	XXX	NT	NR
Arm - with / without arm	CPSD-HL-01057-MTHD / Visual	All	Shall conform to claimed feature (If applicable). Include with report a photo of the submitted arm to show the manufacturer, class, model no, or other distinguishable logo.	MAJOR	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Base - caster / non – caster	CPSD-HL-01057-MTHD / Visual	All	Shall conform to claimed feature (If applicable). Include with report a photo of the submitted arm to show the manufacturer, class, model no, or other distinguishable logo.	MAJOR	XXX	NT	NR
Parts inventory	CPSD-HL-01057-MTHD / Visual	1	Shall meet label claims.	MAJOR	XXX	NT	NR
* Leather content analysis	Microscopic	1	[For Upholstery or Leather] Verify content is actual leather per labeled claimed	CRITICAL	XXX	NT	NR
Fabric weight	BS EN 12127-98 / ISO 3801:1977	3	[For Upholstery or Leather] Report actual (+/-5% Maximum Tolerance)	MINOR	XXX	NT	NR
Fabric defects	BS 6395-83	1	[For Upholstery or Leather] No major defects / two minor defects (max.)	MAJOR	XXX	NT	NR
Foam density	CPSD-HL-01056-MTHD / Standard measure	1	[For Upholstery or Leather] Per product specification	MAJOR	XXX	NT	NR
Dimensions - all measurable components - separated - size and weight	CPSD-HL-01056-MTHD / Standard measure	1	Report actual. Must comply with all claims made on the product specifications (see enclosed specification sheet, -0% / +5%). Annotate differences on the Staples Spec Sheet	MINOR		NT	NR
Arm feature	CPSD-HL-01057-MTHD / Visual	All	Shall conform to spec sheet claimed feature (if applicable) Include with report a photo of the submitted arm to show the manufacturer, class, model no, or other distinguishable logo vs. spec sheet.	MAJOR	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Star Base feature	CPSD-HL-01057-MTHD / Visual	All	Shall conform to spec sheet claimed feature. (if applicable) Include with report a photo of the submitted star base to show the manufacturer, class, model no, or other distinguishable logo vs. spec sheet.	MAJOR		NT	NR
Component feature	CPSD-HL-01056-MTHD	1	Record chair component parameters (weight, appearance, structure, marking, thickness and working distance, etc) in the "chair component features table" at the end of protocol	MAJOR	XXX	NT	NR
* ** Fibre content	EU 1007/2011 ANNEX VIII / ISO 1833	1	+/- 3% for fiber blends on claimed composition	CRITICAL		NT	NR
WORKMANSHIP							
Defects	CPSD-HL-01057-MTHD / Visual	All	Shall have no discernible surface degradation, including crazing, shivering, denting, bubbles, cracks, stains, deformations, chips, fractures, heavy lines, waves, shear marks, scratches, scuff marks, indentations, or blisters.	MAJOR		NT	NR
Evenness Of Color	CPSD-HL-01057-MTHD / Visual	1	Shall provide uniform color	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Color – Nylok on hardware	CPSD-HL-01057-MTHD / Visual	All	Nylock on the hardware should have correct color mark for identification as below: - Blue mark for Seatplate - Yellow mark for Armrest - Green mark for J Bar Fail for no color, wrong color or color other than the above. See image “Nylok color” at the end of protocol for example of color mark.	MAJOR		NT	NR
PERFORMANCE							
Effects of extreme temperature change	CPSD-HL-01012-MTHD / Temperature change	1	24 hours @ 0 °F and 24 hours @ 120 °F No failure or visual change For items too large, place component in chamber and note any parts that do not fit	MAJOR		NT	NR
* Resistance to corrosion	ISO 9227-2012 modified	1	[Applicable to samples / sample components constructed of metal or samples with metallic coatings that can be exposed to the environment] Shall withstand 24 hours in 1% salt spray (fog) with no noticeable oxidation / corrosion / visual changes. Modification = 1% salt (fog) spray Note: Surface appearance evaluation for NSS tests only. Excluding other evaluation such as mass loss determination.	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Humidity exposure	CPSD-HL-01007-MTHD / Humidity	1	24 hours at 95% RH & 100 °F No failure or visual change For items too large, place component in chamber and note any parts that do not fit	MAJOR		NT	NR
* Sticker removal test - if applicable	CPSD-HL-01058-MTHD / Actual use	-	Remove the retail packaging stickers. Shall be easy to remove. No residue, mark, puckering, color transfer or disfiguring of product after removal. Note: Test only if product spec claims the sticker is "removal or removable sticker". If no claim, contact Staples QA for approval prior to testing.	MAJOR		NT	NR
* Ease of assembly	CPSD-HL-03027-MTHD / Ease of assembly	1	Shall provide ease of assembly and shall be accurate Note: lab must ask vendor to provide assembly instruction before any performance test	MAJOR	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Coating adhesion test	ASTM D3359-09e2 modified / CPSD-HL-03040-MTHD	1	[When applicable] [Cross-cut tape test] Shall have a painted, plated, ink or other coating finish with a minimum of Class 3B. Test 3 locations per sample. Report the lowest rating, Class 3B as Satisfactory, Class 4B and 5B as Good. Modification = Expanded scope to other products.	MAJOR	XXX	NT	NR
* Office work chair -safety requirement - corners and edges, trapping, pinching and shearing	BS EN 1335-2: 2009 Clause 4.1.1	1	Shall be so designed as to minimize the risk of injury to the user: <ul style="list-style-type: none"> • The safety distance of accessible movable parts is either $\leq 8\text{mm}$ or $\geq 25\text{mm}$ in any position during movement • Accessible corners are rounder with minimum 2 mm radius • The edges of the seat back rest and armrest which are in contact with the user when sitting in the chair are rounded with minimum 2 mm radius • The edges of handles are rounder with minimum 2 mm radius in the direction of the force applied • All other edges are free from burrs and rounded or chamfered • The ends of accessible hollow components are closed or capped. 	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Office work chair -safety requirement - adjusting devices	BS EN 1335-2: 2009 Clause 4.1.2	1	Movable and adjustable parts shall be designed so that injuries and inadvertent operation are avoided. It shall be possible to operate the adjusting device from sitting position	CRITICAL		NT	NR
* Office work chair -safety requirement - connections	BS EN 1335-2: 2009 Clause 4.1.3	1	Shall not be possible for any load bearing part of the chair to come loose unintentionally.	CRITICAL		NT	NR
* Office work chair -safety requirement - avoidance of soiling	BS EN 1335-2: 2009 Clause 4.1.4	1	All parts which are lubricated to assist sliding (greasing, lubricating, etc.) shall be designed to protect users from lubricant stains when in normal use	MAJOR		NT	NR
* Office work chair - safety requirement - stability during use	BS EN 1335-2: 2009 Clause 4.3	1	Shall conform with the requirements of the standard	CRITICAL		NT	NR
* Office work chair - safety requirement – rolling resistance of unloaded chair	BS EN 1335-2: 2009 Clause 4.4	1	Shall conform with the requirements of the standard	CRITICAL		NT	NR
* Office work chair - safety requirement – strength and durability	BS EN 1335-2: 2009 Clause 4.5	1	Shall conform with the requirements of the standard	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Arm rest downward static load test - front	BS EN 1335-3:2009 annex C and section 7.2.4	1	The arm rests shall be loaded with 450N vertically by means of the local loading pads (5.5) for 5 cycles. The loading points shall be 75 mm from the front edge and centered side to side. Apply the force to both arm rests simultaneously. Each force shall be maintained for not less than 10 s and not more than 15 s. There shall be no fractures of any member, joint or component and no loosening of joint intended to be rigid. Also, chair shall no major structural element is significantly deformed and fulfils its functions after removal test loads.	MAJOR		NT	NR
Arm rest sideways static load test	BS EN 1335-3:2009 annex C and section 7.2.5	1	Apply an outward horizontal force 400N to both arm rests simultaneously for 10 cycles. Apply the forces to the edge of the arm rest at the point along the arm rest most likely to cause failure but not less than 75 mm from the front or rear edge. Each force shall be maintained for not less than 10 s and not more than 15 s. There shall be no fractures of any member, joint or component and no loosening of joint intended to be rigid. Also, chair shall no major structural element is significantly deformed and fulfils its functions after removal test loads.	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Swivel test	BS EN 1335-3:2009 annex C and section 7.3.3	1	<p>The base of the chair shall be secured on a rotating table with a test surface (see 5.1) so that the rotating axis of the chair coincides with the rotating axis of the table. The upper part of the chair shall be loosely fixed in such a way as not to hinder the rotation of the base. Load the seat in loading point A (6.1) with a 60 kg and in loading point C (6.3) with 35 kg or any equivalent loading which will result in the same downwards force and bending moment on the chair for 120000 cycles. The angle of rotation shall be 360° at a rate of (10 ± 5) cycles/minute. Change direction after each rotation. There shall be no fractures of any member, joint or component and no loosening of joint intended to be rigid.</p> <p>Also, chair shall no major structural element is significantly deformed and fulfils its functions after removal test loads.</p>	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Foot rest durability	BS EN 1335-3:2009 annex C and section 7.3.4	1	Using the local loading pad (5.5) apply a vertical downward force 900N to the foot rest for 50000 cycles at the point most likely to cause failure but not less than 80 mm from the front edge. Each force shall be maintained for (2 ± 1)s. For round cross section ring shaped foot rests, the force shall be applied through the centre of the ring cross section. There shall be no fractures of any member, joint or component and no loosening of joint intended to be rigid. Also, chair shall no major structural element is significantly deformed and fulfils its functions after removal test loads.	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Castor and chair base durability	BS EN 1335-3:2009 annex C and section 7.3.5	1	<p>The chair shall be placed on a rotating table with a test surface (see 5.11) so that the rotating axis of the chair coincides with the rotating axis of the table. Load the seat in point A with 110kg. The base shall be loosely fixed in such a way that there is no rotation of the base but that the natural movements of the castors during testing are not prevented. The castors shall be left free to swivel, the table shall be rotated with a rate of 6 cycles per minute. The angle of rotation shall be from 0° to 180° and back. Perform the test for 36000 cycles. One rotation forward and one rotation backward constitutes one cycle.</p> <p>Alternatively attach the chair to a device that provides a linear movement of (1 000 ± 250) mm and a test surface (see 5.11). Load the seat in point "A" with 110kg. The base shall be loosely fixed in such a way that there is no rotation of the base but that the natural movements of the castors during testing are not prevented. The castors shall be left free to swivel, the device shall move with a rate of 6 cycles per minute. Perform the test for 36000 cycles. One movement forward and one movement backward constitutes one cycle.</p> <p>There shall be no fractures of any member, joint or component and no loosening of joint intended to be rigid.</p> <p>Also, chair shall no major structural element is significantly deformed and fulfils its functions after removal test loads.</p>	MAJOR		M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Visitors chair -safety requirement - corners and edges, trapping, pinching and shearing	BS EN 13761: 2002 Clause 5.1.1	1	Shall be so designed as to minimize the risk of injury to the user: <ul style="list-style-type: none"> The safety distance of accessible movable parts is either $\leq 8\text{mm}$ or $\geq 25\text{mm}$ in any position during movement Accessible corners are rounder with minimum 2 mm radius The edges of the seat back rest and armrest which are in contact with the user when sitting in the chair are rounded with minimum 2 mm radius The edges of handles are rounder with minimum 2 mm radius in the direction of the force applied All other edges are free from burrs and rounded or chamfered 	CRITICAL		NT	NR
* Visitors chair -safety requirement - adjusting devices	BS EN 13761: 2002 Clause 5.1.2	1	Movable and adjustable parts shall be designed so that injuries and inadvertent operation are avoided.	CRITICAL		NT	NR
* Visitors - safety requirement - connections	BS EN 13761: 2002 Clause 5.1.3	1	Shall not be possible for any load bearing part of the chair to come loose unintentionally.	MAJOR		NT	NR
* Visitors chair -safety requirement - avoidance of soiling	BS EN 13761: 2002 Clause 5.1.4	1	All parts which are lubricated to assist sliding (greasing, lubricating, etc.) shall be designed to protect users from lubricant stains when in normal use	CRITICAL		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Visitors chair – safety requirement – stability during use	BS EN 13761: 2002 Clause 5.2	1	Swiveling chairs shall conform to clause 5.2.1 and non swiveling chairs shall conform to clause 5.2.2 of the standard	CRITICAL		NT	NR
* Visitors chair – safety requirement – rolling resistance of unloaded chair	BS EN 13761: 2002 Clause 5.3	1	Shall conform with the requirements of the standard	CRITICAL		NT	NR
* Visitors chair – safety requirement – strength and durability	BS EN 13761: 2002 Clause 5.4	1	Shall conform with the requirements of the standard	CRITICAL		NT	NR
Tear strength - warp	BS EN ISO 13937-3	1	[For Upholstery or Leather] 3 lbs (13.3N) (Min.) Note: Fabric only	MAJOR		NT	NR
Tear strength – weft	BS EN ISO 13937-3	1	[For Upholstery or Leather] 3 lbs (13.3 N) (Min.) Note: Fabric only	MAJOR		NT	NR
Tensile properties of fabrics: grab method	BS EN ISO 13934-2-99	1	[For Upholstery or Leather] Fabric strength - length Min. 35 Lbs. / In. Note: Fabric only	MAJOR		NT	NR
Tensile properties of fabrics: grab method	BS EN ISO 13934-2-99	1	[For Upholstery or Leather] Fabric strength - width Min. 35 Lbs. / In. Note: Fabric only	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
Abrasion resistance - martindale	BS EN ISO 12947 Parts 1 & 2-99	1	[For Upholstery or Leather] For fabric - Minimum 15,000 rubs For leather – Minimum 1000 rubs	MAJOR		NT	NR
Tilt tension adjustment setting	CPSD-HL-01058- MTHD / Actual Use	1	Verify tilt tension adjustment setting. Record number of complete turns of tilt tension knob from maximum tension to minimum tension.	MINOR		NT	NR
Seam Strength	ASTM D1683-07 mod.	3	[Seam Strength] Min. 30 Lbs. / In. Define Failure: Fabric Rupture; FR, Seam Thread Breakage; STB	MAJOR		NT	NR
Upholstery cushions	CPSD-HL-01056- MTHD / Standard measure	1	Open up the cushion to confirm:- Plywood thickness and layers must match spec sheet (take photo if necessary)	MAJOR		NT	NR
Upholstery cushions	CPSD-HL-01063- MTHD / Moisture verification	1	Open up the cushion to confirm:- Moisture content must be equal to or less than the specification Real Wood: Should be less than 12% Particleboard: Should be less than 10%.	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Cycle test - seat and back connection	CPSD-HL-01058-MTHD / Actual use	1	<p>[Applicable for chairs with J-bar only] Restrain the caster base and the swivel motion of the sample to avoid any movement while applying the specified force. Wiggle the back side to side for 100 cycles with the specified force (65 pounds) as a most 12 cycles per 1 minute. There shall be no damage, permanent deformation or parts loosen which affect the serviceability after test.</p> <p>The definition of J bar or L bracket is the metal piece that attaches the chair back to the chair seat (no matter how many screws are used on J bar and how wide the J-bar is.)</p>	MAJOR		NT	NR
* Film hardness by pencil test	ASTM D3363-05 (R2011) e2 modified / CPSD-HL-05014-MTHD	1	<p>[Applicable to coating]</p> <p>Report this following information.</p> <ol style="list-style-type: none"> 1. Gouge hardness: The hardest pencil that will leave the film uncut for a stoke length of at least 3mm (1/8 in.) 2. Scratch hardness: The hardest pencil that will not rupture or scratch the film. 3. The mark and grade of lead or pencil used <p>Modification: = Test condition - 59 – 86 deg. F (15 – 30 deg. C) and 35% - 65% relative humidity</p>	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Cycle test - gas lift - if applicable	CPSD-HL-01058-MTHD / Actual use	1	No damage – 100,000 repeated up / down cycles. Test to be performed using modified BIFMA Seat Durability Test – Cyclic test setup with 125 lb load running with a timed cycle of approximately 12 cycles per minute duration (10-5 cpm OK). Refer to pictures of setup for details.	MAJOR		NT	NR
* Cycle test – headrest – if applicable	CPSD-HL-01058-MTHD / Actual Use	1	No damage - 100 repeated up / down cycles	MAJOR	XXX	NT	NR
Cycle test - folding	Actual use / CPSD-HL-01058-MTHD	1	Open & close chair to full extended and closed positions for 100 cycles. No malfunction or damage to stool.	MAJOR		NT	NR
* Base test static - pedestal base	ANSI BIFMA X5.1-11 section 7	1	No sudden and major change in the structural integrity less than 2500 Lbs. (11,120 N) compression for 1 minute. The weight is then removed and reapplied for 1 minute. The center column may not touch the test platform during load applications.	CRITICAL	XXX	NT	NR
* Drop test dynamic - functional load	ANSI BIFMA X5.1-11 section 8.4.1	1	No structural breakage or loss of serviceability when 225 Lbs. (102 kg) free falls from 152 mm (6 inches) height to the center of the seat.	CRITICAL	XXX	M	MET
* Drop test dynamic - proof load	ANSI BIFMA X5.1-11 section 8.4.2	1	No sudden and major change in the structural integrity (loss of serviceability is acceptable) when 300 Lbs. (136 kg) free falls from 152 mm (6 inches) height to the center of the seat.	CRITICAL	XXX	M	MET



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Tilt mechanism test - cyclic	ANSI BIFMA X5.1-11 section 10	1	[Type I & II Chairs] No structural breakage or loss of serviceability in 300,000 cycles at a rate between 10 and 30 cycles per minute under a 102 kg (225 lbs.) load to the center of the seat	CRITICAL	XXX	NT	NR
* Leg strength test - front load - functional load	ANSI BIFMA X5.1-11 section 18.3.2.1	1	[Chairs Without Pedestal Bases] No loss of serviceability when a force of 334 N (75 Lbs.) is applied to each front leg individually for a period of 1 minute.	CRITICAL	XXX	NT	NR
* Leg strength test - front load - proof load	ANSI BIFMA X5.1-11 section 18.3.2.2	1	[Chairs Without Pedestal Bases] No sudden and major change in the structural integrity of the chair shall occur (loss of serviceability is acceptable) when a force of 503 N (113 Lbs.) Is applied to each front leg individually for a period of 1 minute.	CRITICAL	XXX	NT	NR
* Leg strength test - side load - functional load	ANSI BIFMA X5.1-11 section 18.4.2.1	1	[Chairs Without Pedestal Bases] No loss of serviceability when a force of 334 N (75 Lbs.) is applied once to the front and rear leg individually for a period of 1 minute.	CRITICAL	XXX	NT	NR
* Leg strength test - side load - proof load	ANSI BIFMA X5.1-11 section 18.4.2.2	1	[Chairs Without Pedestal Bases] No sudden and major change in the structural integrity of the chair shall occur (loss of serviceability is acceptable) when a force of 503 N (113 Lbs.) Is applied once to the front and rear leg individually for a period of 1 minute.	CRITICAL	XXX	NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Out Stop Tests for Chairs with Manually Adjustable Seat Depth	ANSI BIFMA X5.1-11 section 22	1	<p>[Not applicable to chairs where seat depth adjustments must occur with the user out of the chair.]</p> <p>Shall be no loss of serviceability to the unit.</p> <p>A stranded metallic cable or equivalent shall be attached to the most rigid point of the vertical centerline of the seat. Opposite end of the cable shall extend in line forward from the seat and in line with the plane of the seat movement to a pulley and then downward to an attached weight of 25 kg (55 lb.). Place the seat in its most rearward position and restrain. Place a 74 kg (163 lb.) rigid mass in the center of the seat.</p> <p>The seat with the hanging weight shall be held at its most rearward position, then released, permitting it to move forward rapidly and impact the out stops. Repeat this procedure for a total of 25 cycles.</p>	CRITICAL	XXX	NT	NR
COLORFASTNESS							
* Colorfastness to light	BS EN ISO 105: B02: 1999	All	Minimum Grade 4	MAJOR		NT	NR
* Colorfastness to rubbing	BS EN ISO 105-X16: 2004	All	Dry Grade 4 (Textile) Grade 3 (Leather)	MAJOR		NT	NR
* Colorfastness to rubbing	BS EN ISO 105-X16: 2004	All	Wet Grade 3 (Textile) Grade 4 (Leather)	MAJOR		NT	NR



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Evaluation	Citation / Method	No. of Samples	Criteria	Critical / Major / Minor	Results NBE Please type in: (NBE description & item#)	Results Staples	Rating
* Colorfastness to water spotting	BS EN 14465: 2003 Annex B	All	Grade 3 – 4	MAJOR		NT	NR
* Colorfastness to water	BS EN ISO 105-E01: 2010	All	Min. Grade 4 for shade change; Grade 3 for Cross – Staining of the multi – fibre strip. .	MAJOR		NT	NR
* Colorfastness to washing - if applicable	BS EN ISO 105-C06	All	Grade 4 Shade Change; Grade 3 Cross – Staining of the multi – fiber strip. Note: For example loose fabric covers etc.	MINOR		NT	NR
* Colorfastness to perspiration	BS EN ISO 105 E04	All	Color change: Grade 4 minimum Staining: Grade 3 minimum Self- staining: Grade 4/5 minimum	MINOR		NT	NR



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Key:

* Additional Charge For This Test
 ** Mandatory Requirement
 # By Request Only

Result Key:

M Meets
 NM Does Not Meet
 NM Does Not Meet
 NM Does Not Meet
 DATA Data
 NA Not Applicable
 NR Not Requested

Rating Key:

MET NO FAILURE
 MAJ MAJOR FAILURES
 CRI CRITICAL FAILURE
 MIN MINOR FAILURES
 DATA DATA
 / /
 NR NOT REQUESTED



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Image Appendix

BS 7176
labeling
requirement
for low
hazard
categories.jpg



Conforms to BS 7176:2007 for low hazard
(not recommended for use in higher hazard areas)



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Law label for
EU chairs
(Non-
UK).bmp

Law label for EU chairs (Non-UK)

Size 90mmx120mm

CARELESSNESS CAUSES FIRE
Complies with EN 1021: 2006

NEDBALOST MUŽE ZPŮSOBIT POŽÁR
Odpovídá požadavkům normy EN 1021:2006

FAHRLÄSSIGKEIT FÜHRT ZU BRÄNDEN
Entspricht EN 1021:2006

LA DISATTENZIONE PROVOCA INCENDI
A norma con EN 1021:2006

NALATIGHEID VEROORZAAKT BRAND
Voldoet aan EN 1021:2006

UFORSIKTIGHET FORÅRSAKER BRANN
I samsvar med EN 1021:2006

QUALQUER DESCUIDO PODE CAUSAR UM INCÊNDIO
Está em conformidade com a norma EN 1021:2006

VÅRDSLÖSHET ORSAKAR BRAND
Tillverkad i enlighet med EN 1021:2006

LA NEGLIGENCIA PROVOCA INCENDIOS
Cumple con la normativa EN 1021:2006

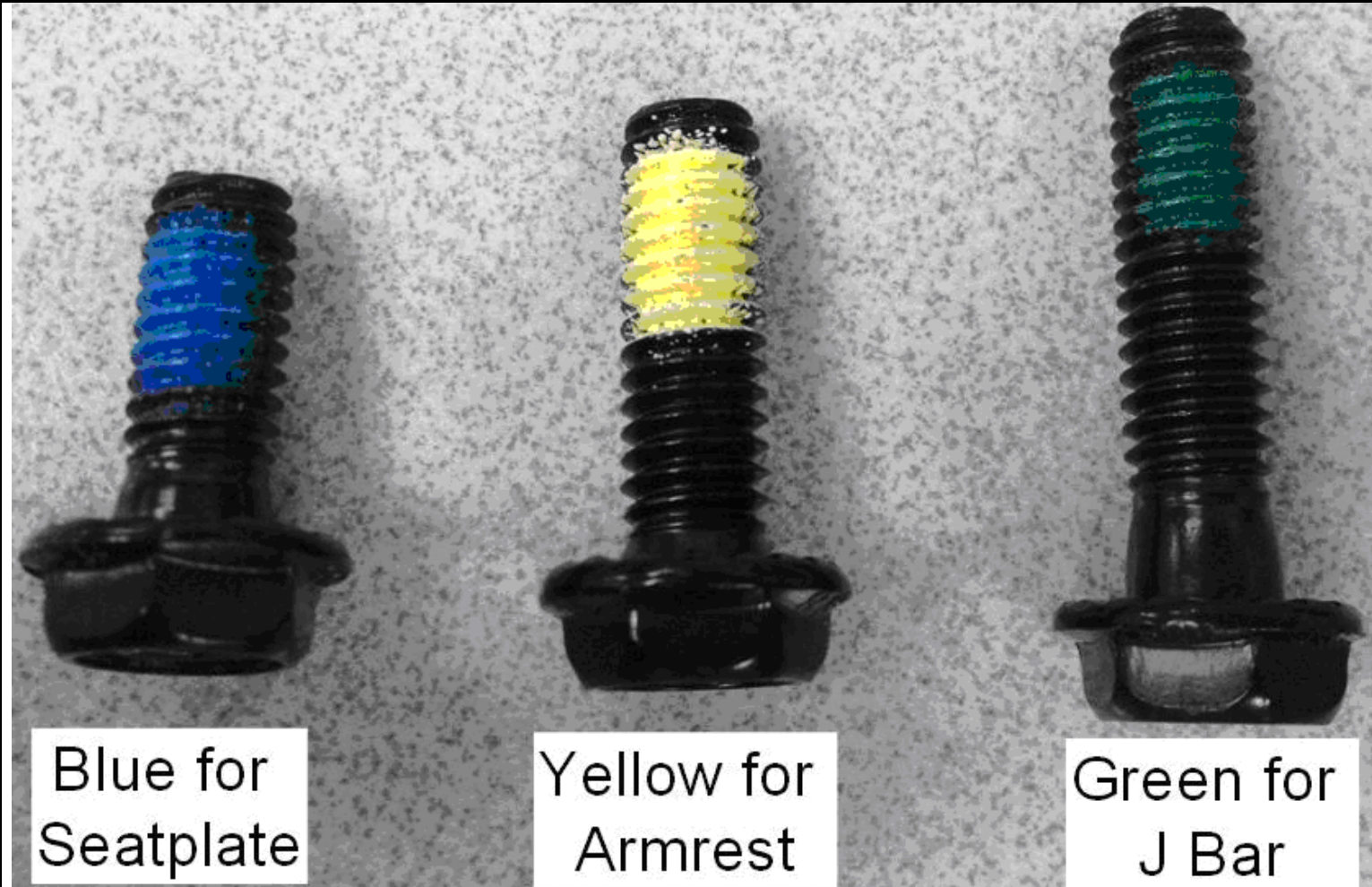
L'IMPRUDENCE CAUSE DES INCENDIES
Se conforme à EN 1021:2006



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Nylok
color.bmp






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DIN 4550
marking for
gas lift.bmp



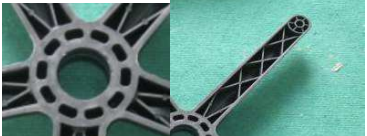
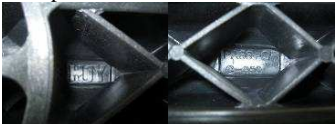


chair
component
features
table.doc

Base		
Items:	Requirements/examples	Results
Weight	Report overall weight	
Appearance	Take photo example: 	See exhibit # ___
Structure	Take photo example:	See exhibit # ___



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marking	Take photo example: 	See exhibit # ____
Gas lift		
Items:	Requirements	Results
Weight	Report overall weight	
Appearance	Take photo example: 	See exhibit # ____
Working distance	Report Working distance example:	
marking	Take photo example: 	See exhibit # ____
Castor		
Items:	Requirements	Results
Weight	Report overall weight	
Appearance	Take photo	See exhibit # ____



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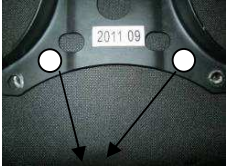



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	example: 		
marking	Take photo example: 	See exhibit # ____	
Seat Plate			
Items:	Requirements	Results	
Weight	Report overall weight		
Appearance	Take photo example: 	See exhibit # ____	



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	Thickness	Report thickness example:  Measure the thickness at these two location  Fundamental: take the place where have no extending, bending...pressing progress	See exhibit # ____	
	marking	Take photo example: 	See exhibit # ____	
Armrest				
Items:		Requirements	Results	
Weight		Report overall weight		
	Appearance & Structure	Take photo example: 	See exhibit # ____	
	marking	Take photo example:	See exhibit # ____	



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<p>Notes for number of sample for STPL-3043.1-EU.doc</p>	<p>Notes for no. of sample:5 sets of complete sample are required for testing to the protocol except the following;</p> <p>For BS EN 7176:</p> <p>Low hazard flammability testing - For BS EN 1021 Part 1 and BS EN 1021 Part 2 testing, samples required for testing are Cover fabric: (1 metre long x full width) 2 set; Foam: (450mm x 300mmx7 5mm and 450mm x 150mm x 75mm) 2 set; Non-foam: (at least 1 kg of non-foam filling material) 2 set</p> <p>Medium hazard flammability testing - For BS EN 1021 Part 1 and BS EN 1021 Part 2 testing, samples required for testing are Cover fabric: (1 metre long x full width) 2 set; Foam: (450mm x 300mmx 75mm and 450mm x 150mm x 75mm) 2 set; For BS 5852: 1982 Part 2 Source 5: Foam-filling:(450mm x 450mm x 75mm and 2 pieces of 450mm x 300mm x 75mm) 2set Non-foam: (at least 1 kg of non-foam filling material) 4 set;</p> <p>High hazard flammability testing - For BS EN 1021 Part 1 and BS EN 1021 Part 2 testing, samples required for testing are Cover fabric: (1 metre long x full width) 2 set; Foam: (450mm x 300mmx 75mm and 450mm x 150mm x 75mm) 2 set; For BS 5852: 1982 Part 2 Source 5: Foam-filling:(450mm x 450mm x 75mm and 2 pieces of 450mm x 300mm x 75mm) 2set Non-foam: (at least 1 kg of non-foam filling material) 4 set;</p> <p>For SI 1988 No.1324 schedule 1 part I; II; III – each part 2 blocks of foam (450mm x 450mm x 75mm) and 2 blocks of foam (450mm x 300mm x 75mm) schedule 2 part I; II; III; IV - each part 1 KG non-foam schedule 3 - Full width x 2 m schedule 4 part I - Full width x 2 m schedule 5 part I - Full width x 2 m schedule 4 part I and schedule 5 part I - Fabric : Full width x 2 m, Leather: 2 x 2 m² schedule 4 part I and schedule 5 part II - Full width x 2 m schedule 4 part II and schedule 5 part III - Full width x 2 m</p> <p>For BS EN 1021: For BS EN 1021 Part 1 and BS EN 1021 Part 2 testing, samples required for testing are Cover fabric: (1 metre long x full width) 2 set;</p>			



**BUREAU
VERITAS**

BV Lab Number: (8513)164-0381(Revised#2)
 Technician Name: MARDEN
 Test Date: JUL 15,2013
 Reviewed By/Date: FINE/JUL 15,2013
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Foam: (450mm x 300mmx7 5mm and 450mm x 150mm x 75mm) 2 set;
 Non-foam: (at least 1 kg of non-foam filling material) 2 set
 For additional fabric tear, fabric strength and Martindale testing, sample size required is 1 sq.m swatch of all materials used.
 For colorfastness testing, sample size required is 2 A4 swatches except for colorfastness to washing which will require 1 whole set of covers
 Additional chemical samples may be required

No. Of Samples Required for Complete Testing	See note
No. Of (Fully Packed) Cartons For Transit Testing:	1
No. Of Working Days For Complete Testing:	-

TAT for BS EN 13761 – 16 working days for samples with castors and 14 working days for samples without castors. No express service
 TAT for BS EN 1335 – 24 working days for regular and 19 working days for express service.
 TAT for SI 1988 No.1324 - 10 working days
 Additional 2 working days are required for reporting
 Required 20 days for test “Latex antigenic protein”.

Client Approval: MARCH 13, 2013 / Joe Xiong
 Creation Date: MAY 29, 2011
 Last Revision Date: MARCH 18, 2013
 Pricing Review Date:

Technical Review Date:

EXHIBIT 1

**CARELESSNESS
CAUSES FIRE**

Staples UK
High Wycombe HP11 1HA
pending

04 June 2013

This article contains of
100% polyurethane foam
which passes the specified test
All upholstery is cigarette resistant

Leather front with synthetic back & trim

This article does not include a
Schedule 3 interliner

Subassembly/ Part ID	Subassembly/ Part Description
1	Chair back
2	Chair seat
3	Arms
4	Seat plate
5	Gas lift/ Telescoping Cover
6	Base
7	Casters
8	Seat Plate Screw(A & B)
9	Arm Screw(C)
10	Arm Screw Cap(C)
11	Back Bar Screw (E)
12	Additional Screw (D)
13	Washer (if applicable)
14	Washer (if applicable)
15	Allen Wrench
16	Allen Wrench
17	
18	



Has this chair been developed to meet or exceed BIFMA/ ISTA Standards? Y/N


Please confirm that this item complies with Prop 65 (US items or REACH (EU items) Confirm with a Yes or No

		Subassembly 1 - Chair Back	
1	Is this subassembly manufactured in house? Y/N	Y	
2	Model number	WA-6212-11-2	
3	If Outsourced, Manufacturer name, marking and batch code	N/A	
4	Recycled Content %, Is the material PCW or PIW	40%,PIW	
5	Country of Origin	China	
6	Upholstery type (Front of Chair back)- Material and Coating	Pig split leather	
7	Upholstery supplier and part number	Jian Zhen	
8	Recycled Content %, Is the material PCW or PIW	40%,PIW	
9	Country of Origin	China	
10	Upholstery Type (sides and back of chair back)- material and coating	PVC	
11	Upholstery supplier and part number	Jin Long	
12	Recycled Content %, Is the material PCW or PIW	40%,PIW	
13	Country of Origin	China	
14	Plywood type (pine, spruce, birch. etc.)	poplar	
15	Plywood Supplier	Wan Da	
16	Country of Origin	China	
17	Plywood thickness & number of plys	12mm; 9plys	
18	Confirm use of Nylok® finish on all internal screws (Y/N)	Y	
19	Filled with what type of material? (pu foam, down, batting...)	PU foam	
20	Supplier	Anji Feng Qi Foam Factory	
21	Recycled Content %, Is the material PCW or PIW	0%, PIW	
22	Country of Origin	China	
23	Foam - cut or molded	cut	
24	Foam - virgin/bonded	virgin	
25	Foam flammability standards met	B55852	
26	Confirmed non use of banned foam flame retardants* YES or NO	YES	
27	Foam density (pounds per cubic foot)	D20	
28	Memory foam?	No	
29	Foam and batting formulation	N/A	
30	Frame raw material name	N/A	
31	Frame Supplier	N/A	
32	Recycled Content %, Is the material PCW or PIW	N/A	
33	Country of Origin	N/A	
34	Frame weight (grams)	N/A	
35	Back bar raw material name	N/A	
36	Back bar weight (grams)	N/A	
37	Back bar thickness (mm)	N/A	

		Subassembly 2 - Chair Seat	
1	Is this subassembly manufactured in house? Y/N	Y	
2	Model number	WA-6212-11-2	
3	If Outsourced, Manufacturer name, marking and batch code	N/A	
4	Recycled Content %, Is the material PCW or PIW	40%,PIW	
5	Country of Origin	China	
6	Upholstery type (Front of Chair back)- Material and Coating	Pig split leather	
7	Upholstery supplier and part number	TBA	
8	Recycled Content %, Is the material PCW or PIW	40%,PIW	
9	Country of Origin	China	
10	Upholstery Type (sides and back of chair back)- material and coating	PVC	
11	Upholstery supplier and part number	Jin Long	
12	Recycled Content %, Is the material PCW or PIW	40%,PIW	
13	Country of Origin	China	
14	Plywood type (pine, spruce, birch. etc.)	poplar	
15	Plywood Supplier	Wan Da	
16	Country of Origin	China	
17	Plywood thickness & number of plys	12mm; 9plys	
18	Confirm use of Nylok® finish on all internal screws (Y/N)	Y	
19	Filled with what type of material? (pu foam, down, batting...)	PU foam	
20	Supplier	Anji Feng Qi Foam Factory	
21	Recycled Content %, Is the material PCW or PIW	0%, PIW	
22	Country of Origin	China	
23	Foam - cut or molded	cut	
24	Foam - virgin/bonded	virgin	
25	Foam flammability standards met	B55852	
26	Confirmed non use of banned foam flame retardants* YES or NO	YES	
27	Foam density (pounds per cubic foot)	D22	
28	Memory foam?	No	
29	Foam and batting formulation	N/A	

**Banned foam flame retardants include but are not limited to: Penta-polybrominated diphenyl ethers (PentaBDE), Octa, TDCPP, Brominates or Chlorinated fire retardant*

		Subassembly 3 - Arms			Subassembly 4 - Seat Plate
1	Is this subassembly manufactured in house? Y/N	N	1	Is this subassembly manufactured in house? Y/N	N
2	Model number	818	2	Model number	ZM-017
3	If Outsourced, Manufacturer name, marking and batch code	Da Guangming; "818 L R, A B"; YY/MM	3	Manufacturer Name, marking and batch code	Zi Mei; "FRONT, ZM-017"; YY/MM
4	Recycled Content %, Is the material PCW or PIW	60%,PIW	4	Recycled Content %, Is the material PCW or PIW	60%,PIW
5	Country of Origin	China	5	Country of Origin	China
6	Quantity	2pcs	6	Type (butterfly, secretary, etc).	mini butterfly
7	Arm Structure- Raw material name	PP	7	Raw material name	steel
8	Supplier	Da Guangming	8	Weight (grams)	1580
9	Recycled Content %, Is the material PCW or PIW	60%,PIW	9	Length (cm)	24
10	Country of Origin	China	10	Width (cm)	15.5
11	Weight (grams each)	840	11	Thickness (mm)	N/A
12	Length (cm)	N/A	12	Handle Raw Material	PP
13	Width (cm)	N/A	13	Recycled Content %, Is the material PCW or PIW	0%, PIW
14	Color	black	14	Confirm double full welding around the seat plate not spot welding	Yes
15	Arms Upholstered or Padded? Y/N	N/A	15	Confirm seat plate with donut shape not "U"plate jointed	Yes
16	Arm Structure for assembling - washers placed inside?Y/N	N/A			
17	Quantity	N/A			
18	washers size(outer diameter X inner diameter X Thickness)	N/A			
19	washers-material	N/A			
20	finish/color	N/A			
21	Filled with what type of material? (pu foam, down, batting...)	N/A			
22	Supplier	N/A			
23	Recycled Content %, Is the material PCW or PIW	N/A			
24	Country of Origin	N/A			
25	Foam - cut or molded	N/A			
26	Foam - virgin/bonded	N/A			
27	Foam flammability standards met	N/A			
28	Confirmed non use of banned foam flame retardants* YES or NO	N/A			
29	Foam density (pounds per cubic foot)	N/A			
30	Memory foam?	N/A			
31	Foam and batting formulation	N/A			
		Subassembly 5 - Gas Lift			Subassembly 6 - Base
1	Is this subassembly manufactured in house? Y/N	N	1	Is this subassembly manufactured in house? Y/N	N
2	Model number	SKQ-A/B-20	2	Model number	A320
3	Manufacturer name , marking and batch code	YY/WW	3	If Outsourced, Manufacturer name, marking and batch code	Han Qiang, "HQ A320 07 PA66+GF"; YY/MM
4	Recycled Content %, Is the material PCW or PIW	N/A	4	Recycled Content %, Is the material PCW or PIW	40%,PIW
5	Country of Origin	China	5	Country of Origin	China
6	Stroke Length (mm)	100	6	Raw material name	PA66+GF
7	Class	3	7	Supplier Name	Han Qiang
8	P dimension	N/A	8	Recycled Content %, Is the material PCW or PIW	40%,PIW
9	Raw material name	metal	9	Country of Origin	China
10	Weight (grams)	960	10	Weight (grams)	1440
11	Length (cm)	N/A	11	Diameter (cm)	64
12	Width (cm)	N/A	12	Height (cm)	N/A
13	Color/finish	black	13	Base includes scuffguard? Y/N	N
14	Telescoping cover included? Y/N	Y	14	Scuffguard Raw Material	N/A
15	Raw material name	PP			
16	Recycled Content %, Is the material PCW or PIW	100%,PIW			
17	Does the Gas Lift have a current 3rd party certification that it meets DIN 4550?	Y			
		Valid Until:			
		Subassembly 7 - Casters			Part 8 - Seat Plate Screw
1	Is this subassembly manufactured in house? Y/N	N	1	Is this subassembly manufactured in house? Y/N	N
2	Model number	S-5038	2	Raw material name	metal
3	Manufacturer name, marking and batch code	Zhong Wei; "ZW S-5038 PA6"; YY/MM	3	Supplier Name	Chuan Yang Hardware
4	Recycled Content %, Is the material PCW or PIW	0%, PIW	4	Recycled Content %, Is the material PCW or PIW	100%, PIW
5	Country of Origin	China	5	Country of Origin	China
6	Quantity	5pcs	6	Quantity	4pcs
7	Peg/ Caster Raw material name	PA6	7	Weight (grams each)	100
8	Brake lock?	N	8	Head type	M6
9	Weight (grams each)	100	9	Height of screw head (mm)	3
10	Diameter (cm)	5	10	Nominal screw size	1/4*20mm(2pcs, ST 10.9);1/4*25mm(2pcs, ST 10.9)
11	Color/finish	black	11	Thread pitch	N/A
			12	Confirm use of BLUE Nylok® finish	Yes

		Part 9 - Arm Screw		Part 10 - J-bar Screw	
1	Is this subassembly manufactured in house? Y/N	N	1	Is this subassembly manufactured in house? Y/N	N/A
2	Raw material name	metal	2	Raw material name	N/A
3	Supplier	Chuan Yang	3	Supplier	N/A
4	Recycled Content %, Is the material PCW or PIW	100%, PIW	4	Recycled Content %, Is the material PCW or PIW	N/A
5	Country of Origin	China	5	Country of Origin	N/A
6	Quantity	8pcs	6	Quantity	N/A
7	Weight (grams each)	100	7	Weight (grams each)	N/A
8	Head type	M6	8	Head type	N/A
9	Height of screw head (mm)	3	9	Height of screw head (mm)	N/A
10	Nominal screw size	1/4*25mm(ST, 8.8)	10	Nominal screw size	N/A
11	Thread pitch	N/A	11	Thread pitch	N/A
12	Confirm use of Yellow Nylok® finish	No	12	Confirm use of Green Nylok® finish	N/A
		Part 11 - Arm Washer		Part 12 - (Seat plate + J-bar) Washer	
1	Is this subassembly manufactured in house? Y/N	N/A	1	Is this subassembly manufactured in house? Y/N	N/A
2	Raw material name	N/A	2	Raw material name	N/A
3	Supplier	N/A	3	Supplier	N/A
4	Recycled Content %, Is the material PCW or PIW	N/A	4	Recycled Content %, Is the material PCW or PIW	N/A
5	Country of Origin	N/A	5	Country of Origin	N/A
6	Quantity	N/A	6	Quantity	N/A
7	Type	N/A	7	Type	N/A
8	Nominal Size	N/A	8	Nominal Size	N/A
9	Outside diameter	N/A	9	Outside diameter	N/A
10	Thickness	N/A	10	Thickness	N/A
		Additional Screws		Additional Screws	
1	Is this subassembly manufactured in house? Y/N	N/A	1	Is this subassembly manufactured in house? Y/N	N/A
2	Raw material name	N/A	2	Raw material name	N/A
3	Supplier	N/A	3	Supplier	N/A
4	Recycled Content %, Is the material PCW or PIW	N/A	4	Recycled Content %, Is the material PCW or PIW	N/A
5	Country of Origin	N/A	5	Country of Origin	N/A
6	Quantity	N/A	6	Quantity	N/A
7	Weight (grams each)	N/A	7	Weight (grams each)	N/A
8	Head type	N/A	8	Head type	N/A
9	Height of screw head (mm)	N/A	9	Height of screw head (mm)	N/A
10	Nominal screw size	N/A	10	Nominal screw size	N/A
11	Thread pitch	N/A	11	Thread pitch	N/A
12	Confirm use of Nylok® finish in appropriate color	N/A	12	Confirm use of Nylok® finish in appropriate color	N/A
		Allen Wrench			
1	Size	M5			
2	Size				
Surface Coating (Complete the following section for each type and color of coating found on the item (paint, silkscreen printing, pad stamping, thermal transfer, powder coating, plating, PU, PVC and other coating, etc.))					
1	Coating material, manufacturer's Name / Part #		1	Coated part/component name	
2	Coating material, manufacturer's Name / Part #		2	Coated part/component name	
3	Coating material, manufacturer's Name / Part #		3	Coated part/component name	
COMMENTS/ EXCEPTIONS TO STAPLES PROCEDURES:					
Staples requirements:					
<p>All quotes must include Nylok finish in the color specified on the designated component spreadsheet for any and all hardware used (both internal and external to the consumer). Arm Screws = Yellow, Seat Screws = Blue and J-Bar Screws = Green NO components may be changed after BV evaluation(even if from a Staples certified component supplier). Any changes must be re-tested at BV before implementing into production Only curved plywood can be used in the chair, no bent wood can be used. Circular welding on seatplate is required. Inner circular welding width, at least 5mm. Square steel plate requires 4 corner continuous welding to at least 15mm in length. Additional 4 point spot welding where Recommended plywood thickness is 12mm/9 layers for standard manager chair. This thickness can vary depending on the size of the chair. Maximum moisture content of plywood is 12% ANY SEATPLATE, CASTERS, GASLIFT, HARDWARE, LUXURA OR BONDED LEATHER USED MUST FOLLOW OUR DESIGNATED COMPONENTS GUIDELINES. PLEASE CLICK ON THE IMAGE TO OPEN THE FILE.</p>					
					
				COMPLETED BY: Ellen DATE COMPLETED: 2013/5/29 REVISED BY: DATE REVISED: APPROVED BY/ DATE APPROVED - SBC: APPROVED BY/ DATE APPROVED - SBG:	